

DRAFT MINUTES
Nevada State Emergency Response Commission
Information Technology Committee
O.S.H.A.
1301 N. Green Valley Parkway, Suite 200
Conference Room B
Henderson, Nevada
March 30, 2004

Members Present

Richard Mirgon
Douglas Webb
Doyle Sutton
Deanne Wass
Douglas Webb
Carolyn Levering
Jeff Page

Absent

Susan Crowley

Guest Attending

Charlie McCracken
Roland Fernando
Danny Brennan
Doug Scott
Victor Ciccarelli

Staff Present

Karen Kennard
Cheryl Folkers
Glade Myler

I. Call to Order

Chairman Richard Mirgon called the meeting to order at 9:05 a.m.

II. Introductions

Members, guests and staff introduced themselves as shown above.

III. Old Business

A. Approval of April 9, 2003 meeting minutes

Carolyn Levering motioned to approve minutes. Doug Webb seconded the motion which was approved unanimously.

IV. New Business

A. Presentation by Archaio on “Rapid Emergency Information Distribution”

Victor Ciccarelli gave a presentation on how the company can take blue prints of a facility and put them in a program to where anyone can access the detailed floor plans of that particular facility. Homeland security is looking to use this process with the casinos. There was concern as to whether the system would be compatible with the Nevada Chemical Facility Database which is currently being used by the Fire Marshal’s Office and SERC. The other concern was the funding of the program. Mr. Ciccarelli stated they have worked with other companies in making this program compatible. Mr. Ciccarelli also stated the program is not as expensive as one would think. It was decided to have staff meet with Archaio and find out if it is something the SERC would want to pursue.

B. Discussion/Action authorizing programming hours currently budgeted in

fiscal year 2004 – 2005 for Department of Public Safety Technology Division to complete Business Plan Review of the Nevada Chemical Facility Data Base (NCFD)

Karen Kennard, Executive Director, stated it was suggested by the strategic planning between Public Safety Technology Division (PSTD) and the Fire Marshal's Office to use the programming hours which are left over this year and programming hours for next year to have PSTD complete a Business Plan Review of NCFD and possibly interlinking the Computer-Aided Management of Emergency Operations (CAMEO) with NCFD. There is approximately four hundred hours left in the SERC budget. Ms. Kennard stated she had received "fix-it" forms from PSTD to fix problems with NCFD. Doyle Sutton, State Fire Marshal, stated they would like to use the remaining hours to get NCFD on line for online permit renewals and payments. Mr. Sutton's goal is to have this accomplished by the end of the year. He would also like to use the hours to complete the Business Plan Review of NCFD. Mr. Mirgon suggested hiring a consultant to review NCFD and determine if the system is worth keeping and staying with PSTD or hire an outside contractor to complete the system. Mr. Mirgon stated SERC could use funds from its reserve account to hire someone to review NCFD. Mr. Mirgon stated the reason to go to an outside consultant rather than have the Business Plan Review done internally was because when a manager develops a program he will tend to defend the system. Mr. Sutton stated he supports hiring an outside consultant to look at the system. Carolyn Levering motioned to authorize staff to work with the State Fire Marshal in coordinating hours towards the development of the online renewal for Hazardous Materials Permits and to resolve the "fix it" issues with NCFD. Doug Webb seconded the motion which was approved unanimously.

C. Discussion/Action authorizing expenditure from SERC grant funds to hire a consultant to review NCFD and provide suggestions on its continued application

This item was discussed under new business item B. After discussion, Ms. Levering motioned to further direct staff to work with the State Fire Marshal's Office to identify a consultant to complete the business plan including the development of the budget and taking to the SERC for final approval. Mr. Sutton seconded the motion which was approved unanimously.

D. Discussion/Action on Information Technology goals to be submitted to the Strategic Planning Committee

After discussion, Ms. Levering motioned to recommend the following goals to the Strategic Planning Committee:

1. Update the Nevada Chemical Facility Database (NCFD).
2. Provide timely and accurate SARA Title III reports to the first responders.
3. Continue to integrate new technologies and software, etc. into the existing system.

Jeff Page seconded the motion which was approved unanimously.

V. Public Comments

There was no public comment.

VI. Adjournment

Mr. Mirgon adjourned the meeting at 10:30 a.m.